

## APPENDIX C

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## HELP FOR **BLOOMBERG BONDTRADER PROFILE**

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Use BBTD to set your trading defaults for Bond Trading on the BLOOMBERG PROFESSIONAL® service.

### HOW TO...

- 1) How to Use BBTD
- 2) How to Create a Customized Dealer Group
- 3) How to Delete a Customized Dealer Group
- 4) How to Modify a Customized Dealer Group
- 5) How to Display All Dealers in a Dealer Group

### SCREEN DESCRIPTIONS

- 6) Bloomberg Bondtrader Profile Screen

### TO ACCESS:

BBTD <Go>

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### How to Use BBTD

Once you enter BBTD <Go>, you can select your default settings for bond trading over the BLOOMBERG PROFESSIONAL® service. You can also create, delete, and modify dealer groups.

#### \*Remember\*

Dealer groups apply to tickets launched from the Bloomberg Bondtrader function (BBT), All Quote function (ALLQ), the Order Execution Blotter function (OX), the Equity Execution Management function (EMS), and the List Execution function (BWX).

- To sort enabled dealers, click on the Group Lists or Enabled dealer heading at the bottom of the screen.

- To filter the Enabled Dealer list, click on the appropriate circle in the Group Lists section so that a white dot appears.

- To update your defaults, enter 1 <Go> once you have entered the appropriate information.

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- To save your defaults, enter 2 <Go> once you have entered the appropriate information.
- To delete your defaults, enter 3 <Go>.
- To display your Bondtrader Favorite, press <PAGE FWD>.

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### How to Create a Customized Dealer Group

To create a customized dealer group from the Bloomberg Bondtrader Profile screen:

1. Click on the appropriate market sector tab for which you want to create a group. The selected tab appears in green.
2. Choose the dealers you want to include in the group by clicking on the red check box to the left of their name in the Enabled Dealers section.
3. Click on the green Save Group As button. A Group Name field appears.
4. Enter a group name in the Group Name field.
5. Click on the green Save button. The group you just created appears in the Group Lists section of the screen.

#### \*Remember\*

- When you relaunch BBTD, the groups appear sorted in alphabetical order.

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- You can only send a RFQ (Request For Quote) for up to five dealers.

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### How to Delete a Customized Dealer Group

Delete a customized dealer group from the Bloomberg Bondtrader Profile screen by:

1. Choose the group you wish to delete from the Group Lists section by clicking on the red circle to the left of the group name.
2. Click on the red Delete Group button to the right of the available dealers list.
3. Click on the green Yes button to confirm deletion. The group is deleted.

**\*Remember\***

Clicking No causes no action to occur.

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How to Modify a Customized Dealer Group

Modify a customized dealer group from the Bloomberg Bondtrader Profile screen by:

1. Choose the group you wish to modify from the Group Lists section.
2. Add or remove the desired dealer(s) by clicking on the red box next to the dealer name.
3. Click on the green Save Group As button.
4. Click on the green Yes button to save with the same name, or enter a new name in the Group Name field.

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How to Display All Dealers in a Dealer Group

1. Choose the group whose dealers you want to display.
2. Click on All in the Group Lists section so that a white dot appears in the circle.

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Bloomberg Bondtrader Profile Screen

The Bloomberg Bondtrader Profile screen displays default options and inquiry dealer groups. The following fields appear:

BBT Monitor Type:

Applies to tickets launched from BBT, OX, and EMS. Allows you to select the monitor you wish to appear when you enter BBT<Go>. The dropdown menu displays the following options:

- Composite: Displays a composite price derived from all BBT dealer contributions for that security; an average price.
- Attributed: Displays market depth of dealers willing to appear in this format. Best bid/offer appears, and you may click on security description to display market depth.

Ticket Format:

Applies to tickets launched from BBT, OX, and EMS. Allows you to select the ticket you want to appear when you use the BBT monitor defined in "Monitor

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Type". The dropdown menu displays the available options:

- Inquiry: Expedites a "request for quote" from 1-5 dealers at one time. This is the only selection available when using "Composite" monitor selection.

- Order: Directs a dealer-defined price order to a selected dealer. Only available using the "Attributed" monitor selection.

Inquiry Dealer:

Applies to tickets launched from BBT, OX, and EMS. Available when your Monitor Type is Attributed and your Ticket Format is Inquiry. Allows you to determine which dealer(s) appear on the inquiry ticket. The dropdown menu displays the following options:

- Selected Dealer: Only the dealers specified in the attributed monitor appear on the ticket.

- Dealer + Group: The dealer specified in the attributed monitor plus their default group dealers appear on the ticket.

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**Order Quantity:**

Allows you to define the default amount when launching an Order ticket. The dropdown menu displays the following options:

- Dealer Amount: Displays the amount the dealer you select is contributing for that security's price.
- Custom: Makes the Custom Order Quantity field active and allows you to define a pre-determined size to populate your order tickets. Value is in thousands ('000 implied).

**Custom Order Quantity:**

Appears if you select Custom in the Order Quantity field. Allows you to define the default quantity that appears when you launch an order ticket.

**Inquiry Quantity:**

Allows you to define the default amount when launching an Inquiry ticket. Value is in thousands (implied '000).

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### Quantity Increment:

Allows you to define the amount you would like the Quantity field in the ticket (Order & Inquiry) to increase or decrease in the dropdown menu. Value is in thousands ('000 implied).

### Trading Password:

Indicates if there is password protection enabled on your tickets. Displays Enabled or Disabled. Use the buttons below this field to Enable/Disable or Change your password.

### Max Allowable Qty:

Allows you to ensure that tickets of a certain quantity are never sent to the dealer(s). Enter the maximum quantity you will ever send on a ticket. Enter a zero (0) to keep this feature OFF (no quantity block at all). Value is in thousands ('000 implied).

### Default Dealer Group:

Allows you to designate which group from your Group Lists is the default. The dropdown menu displays available groups as defined in the Group Lists section.

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Group Lists:

The customized dealer groups you have created.

Enabled Dealers:

Displays the dealer by which you are enabled to trade inquiries on the BLOOMBERG PROFESSIONAL® service. The scroll bar that appears to the right of the section allows you to display additional enabled dealers.

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